Approved For Release 2007/07/13 : CIA-RDP88-00428R000100090004-0

# ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: [redacted]
D/OTE
1026 CofC

EXTENSION [redacted]

NO. STAT

DATE 3 December 1982 STAT

| TO: (Officer designation, room number, and building) | DATE RECEIVED | DATE FORWARDED | OFFICER'S INITIALS | COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.) |
|---|---|---|---|---|
| 1. EXO/DDA 7D24 Hqs | | | | [redacted] STAT |
| 2. | | | | |
| 3. ADDA | | | | |
| 4. | | | | |
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| 15. | | | | |

At the 30 November Staff Meeting you asked that I provide you with a list of the additional courses that OTE is conducting in FY 1983 as compared with FY 1982. The first page of the attached lists those courses. The second page lists seven additional courses which we will be starting up early in Calendar Year 1983.

[redacted] STAT

FORM 1-79 610 USE PREVIOUS EDITIONS

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| COURSE | UNIT |
|---|---|
| Economics for Supervisors | IT |
| Automated Information Management | ISC |
| Information Management Systems | ISC |
| Communism in a Cont. World. | IT |
| EXEC Language | ISC |
| Executive Decision Analysis | ISC |
| Fundamentals of PL/1 | ISC |
| Fundamentals of VM | ISC |
| Fundamentals of Word Processing | ISC |
| GIM II User Language | ISC |
| Intermediate VM | ISC |
| Introduction to Econometric Modeling | ISC |
| Non parametric Statistical Inference | ISC |
| Office Automation | ISC |
| Orientation to Automated records | ISC |
| Parametric Statistical Inference | ISC |
| Ramis External Files | ISC |
| The Professional Woman in a Managerial Environ. | OTE/MAT/EEO |
| Ramis File Design | ISC |
| Ramis Records Management | ISC |
| Ramis Report Writing I | ISC |
| Ramis Report Writing II | ISC |
| Script | ISC |
| VM Word Processing | ISC |
| Writing JCL | ISC |
| Urban Awareness | EEO/MATD |

12/2/82

(CONT.)

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Coming - early 1983

| COURSE | UNIT |
|---|---|
| SAFE training - 2 courses | ISC |
| Counseling Workshop | MATD |
| Performance Appraisal - Now regularly scheduled | MATD |
| Selection Interviewing Workshop | MATD |
| Intro to Analysis for Intel Asst. | IT |
| Seminar on Soviet Defense Expen. Est. | ISC |

LOST

| | |
|---|---|
| Cos Seminar | IT |

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